

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Friday, 26 May 1961

Present: C/MS - Chairman . . . . . Dr. Tietjen  
DC/MS - Voting Member . . . . . Dr. [REDACTED]  
C/OD - Voting Member . . . . . Dr. [REDACTED]  
C/CD - Voting Member . . . . . Dr. [REDACTED]  
C/SD - Voting Member . . . . . Mr. [REDACTED]  
DC/OD . . . . . Dr. [REDACTED]  
Personnel Placement Officer . . . . . Mr. [REDACTED]  
PO/MS - Executive Secretary . . . . . Mr. [REDACTED]  
Secretary to C/MS - Recording Secretary . . Miss [REDACTED]

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1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 31 March 1961 were approved by the Members without comment.

2. Review of Fitness Reports

a. The Executive Secretary called attention to the Fitness Reports completed on the following personnel as being outstanding:

25X1A9a [REDACTED], GS-15, Medical Officer (Psychiatrist)  
[REDACTED], GS-14, Medical Officer (Psychiatrist)

Twelve other Fitness Reports contain superior ratings.

b. The Executive Secretary reviewed a letter from Dr. [REDACTED] of the George Washington School of Medicine, which accompanied the Fitness Report on [REDACTED], GS-15, Medical Officer.

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c. The Executive Secretary reviewed briefly the comments included in the Fitness Reports of the following personnel:

25X1A9a [REDACTED] GS-11, Medical Service Officer  
[REDACTED] GS-9, Medical Technician  
[REDACTED] -9, Medical Technician  
[REDACTED] GS-6, Medical Technician

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25X1A9a d. An unfavorable Fitness Report submitted in the case of [REDACTED], GS-4, Clerk-Typist, was reviewed. The Executive Secretary stated he had discussed the report with Mrs. [REDACTED] and with her supervisor, Dr. [REDACTED] and it is anticipated that improvement will be noted in her performance. No further action is indicated at this time.

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e. Fitness Reports on the above-named personnel as well as those listed below are available for the personal review of the Board Members:

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[REDACTED]  
GS-15, Psychologist (Clinical)  
GS-13, Medical Officer  
-11, Medical Service Officer  
S-10, Physical Requirements Officer  
, GS-9, Medical Technician  
, Secretary-Stenographer  
, Secretary-Stenographer  
, GS-5, Secretary-Stenographer  
S-5, Clerk-Typist  
GS-5, Clerk-Typist  
GS-4, Clerk-Typist

### 3. Report of Competitive Evaluation Panel

The Executive Secretary presented the Report of the Competitive Evaluation Panel ranking of GS-8 Medical Technicians dated 24 May 1961. This report was accepted by the Members for guidance purposes only.

### 4. Recommendations for Promotions

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a. [REDACTED] GS-10, Medical Service Officer. The Executive Secretary reviewed a recommendation from C/OD, dated 1 May 1961, for the promotion of Mr. [REDACTED] to GS-11 and recommended approval by the Members; the Members unanimously concurred in the promotion.

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b. [REDACTED] GS-8, Medical Technician. A recommendation for the promotion of Mr. [REDACTED] to GS-9, as submitted by the Deputy for Support, [REDACTED] and concurred in by the Chief of Station, was reviewed by the Executive Secretary, who recommended approval of the promotion. This recommendation was unanimously approved by the Board Members.

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### 5. Assignments

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a. Medical Service Officer, GS-11, [REDACTED]. The Executive Secretary announced, for the information of the Members, that [REDACTED] GS-11, Medical Service Officer, is being transferred from [REDACTED] as a replacement for [REDACTED] in this position.

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b. Medical Technician, GS-9, [REDACTED]. For the information of the Members, the Executive Secretary announced the assignment of [REDACTED] GS-6, Medical Technician, to this position.

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c. Medical Technician, GS-9, [REDACTED]. Because of a report of unfavorable actions and possible security breach, [REDACTED] is being recalled from this assignment prior to the completion of his tour of duty. The Executive Secretary outlined the duties and responsibilities of the position and recommended the assignment of [REDACTED] as [REDACTED] replacement. C/CD questioned [REDACTED] competence and maturity to assume a position such as this which requires independent

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duty in a remote area. C/SD pointed out the fact that Mr. [REDACTED] performed well in a similar situation while on TDY with [REDACTED] and was well thought of by those who worked with him on that Project. All of the Members concurred in this assignment for Mr. [REDACTED] with the exception of C/CD; the Chairman supported the majority of the Members.

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#### 6. Request for Extension of Overseas Tour

The Executive Secretary reviewed a request from [REDACTED] GS-8, Medical Technician, which was attached to his Field Reassignment Questionnaire, that he be granted home leave followed by another tour of duty at [REDACTED]. The second tour of duty would end around June 1964. The Executive Secretary recommended approval of this extension; the Members unanimously concurred.

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#### 7. Review of Training Evaluation Reports

Training Evaluation Reports on the following personnel are available for the review of the Members:

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[REDACTED]  
Medical Service Officer  
Administrative Officer  
, Medical Service Officer  
, Chief Nurse  
Pharmacist (Administrative)  
GS-8, Medical Technician  
4, Secretary-Stenographer

#### 8. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

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[REDACTED]  
11, Administrative Officer  
GS-8, Head Nurse  
GS-7, Medical Technician  
4, Clerk-Typist  
GS-4, Secretary-Stenographer  
S-3, Clerk

#### 9. Miscellaneous

a. The Executive Secretary reviewed a memorandum of commendation on behalf of C/SD, as prepared by C/MS and attached to his recent Fitness Report.

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b. A letter of commendation from Ambassador [REDACTED] on behalf of services rendered by [REDACTED] GS-9, Medical Technician, during the [REDACTED], was reviewed by the Executive Secretary. C/MS stated that a request for an honor award for Mr. [REDACTED] is currently being processed.

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MS/mam (31 May 1961)

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/OD & DC/OD
- 1 - C/SD
- 1 - C/CD
- 1 - FO/MS